

State Rehabilitation Tax Credit Project Inspector

Part-Time – 24 to 32+ Hours a Week

Hourly Rate: \$15.00 to \$17.00

The Virginia Department of Historic Resources seeks a motivated individual to conduct inspections of completed historic rehabilitation tax credit projects to determine whether the work conducted is consistent with the approved scope of rehabilitation. This position requires an understanding of Secretary of the Interior's *Standards for Rehabilitation* and sound preservation practice, as well as keen organizational skills and attention to detail.

In this position, the incumbent will contact the property owner or project representative to schedule the site visit, review the project file to understand the project and identify any specific issues to address on-site, conduct the site visit and write a report on the condition of the rehabilitated building and results of the inspection, and identify and make known any problems to tax credit staff and program management.

The successful candidate should have a positive and professional demeanor, be able to balance and organize a heavy workload, and be timely in his or her work product. The successful candidate should meet the Secretary of the Interior's *Professional Qualification Standards*. Graduation from an accredited college or university with major course work in historic preservation, architecture, American architectural history, or closely related field required. Graduate degree in historic preservation, architecture, architectural history, or closely related field is highly desirable. Professional experience in conducting inspections is also highly desirable.

The job location is at DHR's office in Richmond, Virginia with extensive travel (50%) throughout the Commonwealth. State vehicle is available. This is a part-time, on-going temporary position.

APPLICATION REQUIREMENTS: To be considered you must submit a resume with references and a cover letter to the **Virginia Department of Historic Resources, Attention: Barbara Zayer, H. R. Manager, 2801 Kensington Avenue, Richmond, Virginia 23221**; telephone (804) 482-6447; or email to Barbara.Zayer@dhr.virginia.gov. This position will remain open until filled. If you need additional information or are disabled and would like to request an accommodation, please call (804) 482-6447, or submit a written request for assistance.

"AN EEO/AA/ADA EMPLOYER"